

Cabrillo National Monument
Volunteers in Park Navigation Committee
Charter

March 2011

Revised July 2012

Approved by:



11/13/12

Tom Workman, Superintendent, Cabrillo National Monument (CNM)

Cabrillo National Monument (CNM) Volunteers in Park (VIP) Navigation Committee (VNC) Charter

• Purpose Statement and Committee Objectives

This committee has been formed for volunteers to support and contribute to the development and success of the VIP program, to perform outreach to the San Diego community, to collaborate with and support other CNM organizations and partners, and to create fun and innovative ways to enhance the VIP program.

Establishment of this VNC will provide the volunteers a voice in the decision making process related to the VIP program at CNM. The committee shall help define, describe, and archive all the information related to the volunteer opportunities at CNM and provide it to the National Park Service (NPS) staff and San Diego community.

• Background

Establishment of the VNC will create a close cooperation with the park staff at CNM that will provide continuity at all times especially during times of staff turnover. The VNC will develop a process to identify emerging volunteer opportunities and create the supporting information. The VNC will be a continuous resource for maintaining and providing the historic legacy of volunteer programs at CNM to NPS staff.

The VNC will serve as a conduit for the voice of the volunteers on how to improve the CNM VIP program. The VNC will endeavor to make the volunteer program a reflection of both the Park's needs and the abilities, talents, and expertise of its volunteers. And the VNC will ensure that the needs of both the Park and its volunteers are considered and supported.

• Committee Activities

The following list of activities is based on needs identified at the time of this charter. A later section of this charter provides authority and defines the process for expanding this list.

- Maintain and update the catalog of volunteer opportunities at CNM
- Create and maintain specific training related to each opportunity
- Maintain and archive general NPS training material relevant for all volunteers
- Maintain a master calendar of events that pertain to volunteer opportunities
- Represent all volunteers to the management
- Assist the park staff in planning and participating in special events
- Suggest new activities for the VIP program
- Assist in the planning of annual training, continuing education, lecture series, and volunteer outings

	activities and materials.
Community Representatives	These volunteers act as liaisons between the VNC and other volunteer groups in the San Diego region such as but not limited to Docent's League, Youth Outreach, and internships.
Subcommittee Leader	This volunteer serves as the focal point for a VNC subcommittee and has the responsibility of directing the subcommittee.

At any time the VNC may add other roles as necessitated by its mission and current activities. Leaders in each role can solicit other volunteers to assist in fulfilling that responsibility.

• **Meetings**

VNC meetings will be held once a month initially. The group will determine when to initiate quarterly meetings. Weekends in the morning are the preferred time. The duration of the meetings will be kept to a maximum of two hours with less time being the goal. Meetings will be conducted in accordance with the meeting procedure documented in Appendix A.

The VNC shall hold an annual status meeting, that coincides with the Park's annual reporting cycle, in which it reports the past year's activities and accomplishments to the VIPs.

• **Amending This Charter**

The VNC may amend this charter at any time with a majority vote of the committee and the subsequent approval of the park superintendent.

Procedure:

- Proposed amendments are presented at regular VNC meetings as agenda items
- Members discuss and agree on the amendment wording
- Voting is conducted by volunteers in attendance
- Approved amendments are updated in the charter.
- The updated charter is given to the park superintendent for approval
- Upon superintendent approval the updated charter takes effect

- Represent the VIP program to the cooperating associations and partnership of CNM
- Represent CNM and the VIP program throughout San Diego County through involvement with other volunteer groups
- Assist with volunteer recruitment, retention, recognition, and release
- Maintain the VIP page of the CNM website by keeping it current and robust

• Committee Membership

All volunteers at CNM are eligible to serve on the VNC. The committee roles and responsibilities are based on the needs at the time of this charter and should be modified over time to suit the needs of the committee. Each role shall be filled with eligible person, either a VIP volunteer or CNM staff member. An eligible person will either request a role, be asked to assume a role or (in the case of multiple people wanting the same role) be elected by the VNC. Each role has a service length of one year. At the end of tenure each role holder will indicate their desire to continue or step down. A role holder may resign their position at any time and will help the VNC find a replacement. There is no limit to the number of times a volunteer or staff member can hold a position. A volunteer may take on more than one role.

Major VNC Roles and Responsibilities

Role	Responsibilities
Park Service Liaison	This ranger acts as the conduit of information between the CNM staff and the VNC in an advisory capacity.
Chair	This volunteer coordinates VNC meetings (time & location), provides the agenda, ensures all meeting minutes are disseminated in a timely fashion and all action items are documented and tracked to completion, leads all meetings or ensures the Vice Chair is available to do so, provides leadership in determining VNC priorities and activities, and works directly with the Park Service volunteer coordinator in guiding the VNC.
Vice Chair	This volunteer assists the Chair with their duties and assumes all the duties of the Chair in the case of the Chair's absence.
Recording Secretary	This volunteer records the minutes of all VNC meetings, distributes them to all interested parties, and archives them.
Volunteer Liaison to cooperating associations & partnerships	These volunteers represent the VNC at the meetings of cooperating associations and partnerships to ensure communication, cooperation, and collaboration between the groups
Archivist	This volunteer maintains the artifacts that support the volunteer program at CNM.
Web Master	Keep the VIP page of the CNM website up-to-date and robust
Training Coordinator	This volunteer helps to organize, maintain, and develop Continuing Education events, conferences, and other training

- d. The Timekeeper ensures the meeting schedule and timing rules are followed
 - e. The Participants contribute constructively to agenda items and discussions
7. Request feedback on how to improve the meeting process
- a. Participants discuss changes that can improve future meetings. Example feedback questions:
 - 1) Was the agenda available beforehand as well as minutes of previous meetings and were they useful?
 - 2) How can we foster better communications?
 - 3) Do we have the right attendees?
 - 4) How can our meetings be improved?

I approve of this proposal of the VNC. An organization amongst the volunteers has the potential of increasing our volunteer base.

A handwritten signature in blue ink, appearing to be "J. L. Smith", written over a horizontal line.

APPENDIX – A, Meeting Procedure

Excerpt from The Keys to Successful Meetings Process

Tasks:

1. Establish type of meeting and goals and objectives
 - a. The meeting leader determines type of meeting, i.e., review, status meeting, staff meeting, etc., and what guidelines or standards apply. Leader also publicizes the goal/objective of the meeting
2. Establish entrance criteria and exit criteria for the meeting
 - a. The meeting leader determines what must occur prior to the meeting in order to make it successful, and what must be accomplished for the meeting to be closed; entrance and exit criteria above are the minimum
3. Be organized, be prepared
 - a. The meeting leader:
 - 1) Ensures the right participants attend
 - 2) Assigns roles as necessary
 - 3) Creates an agenda, distributes it along with prior meeting minutes and action items before the meeting
 - b. Participants:
 - 1) Will be prepared to contribute to the meeting goals/objectives
4. Get off to a good start
 - a. The meeting leader:
 - 1) Makes the participants feel comfortable
 - 2) Ensures adequate facilities, room arrangement, refreshments
 - 3) Provides welcome and introductions
 - 4) Summarizes roles, goals, objectives, agenda, timing issues
 - 5) Verifies that Entrance Criteria have been met
5. Establish ground rules
 - a. The participants agree on:
 - 1) Getting participation from all participants
 - 2) Limiting number and length of presentations
 - 3) Handling disagreements or conflicts
6. Follow agenda, take minutes of proceedings and assign action items
 - a. The meeting leader conducts the meeting based on the agenda, and serves as the Facilitator and Timekeeper if these roles are not otherwise assigned
 - b. The Facilitator ensures the meeting follows ground rules
 - c. The Recorder:
 - 1) Reviews action items and decisions with other attendees prior to close of meeting
 - 2) Confirms that exit criteria are met
 - 3) Sends our minutes in a timely manner for review and comment
 - 4) Ensures actions items are tracked in a tracking system or database and reviewed for closure